



Board of Trustees Meeting Agenda November 21, 2013

MEETING MINUTES

The Open Session of the Rhode Island Nurses Institute Middle College was called to order at 4:05pm on the above date at 150 Washington Street in Providence, RI, pursuant to the applicable provisions of the Open Meetings Act, so called other APPLICABLE SECTIONS OF THE General Laws of the state of the Rhode Island as amended.

Board Members Present: Mike Paruta, Cindy Scott, Annette Fonteneau, Nancy McMahon, Donna Policastro, Ruth Ricciarelli, Lynne Dunphy, Manuela Raposo

Excused: Nancy McMahon,

Staff Present: Pamela McCue, CEO, Mike Abney, Business Manager, Keith Olivera, COO,

Guests: Christine Rei, RINIMC Parent Organization

- 1. Meeting called to order at 4:05pm by Mike Paruta. A quorum was established.**
- 2. Presentation of Minutes of Open Session of October 31, 2013.**

On motion of Donna Policastro and seconded by Cindy Scott, the present Board members unanimously voted to accept the minutes of October 31, 2013.

3. Administrative Reports

- Pamela McCue gave the CEO Report (attached). In addition , the following information was provided:
 - Community Outreach: RWJ Center to Champion Nursing representatives spoke with both Mr. Paruta and Ms. McCue regarding the work the Middle College is doing in the area of diversity and recruitment.
 - Academics: Mary Caporelli, Director, resigned November 15, 2013. An offer has been made for an interim director, with an answer expected by the end of this week.
 - Admissions: Mr. Paruta inquired about reaching out to students at area Middle Schools such as San Miguel Middle School. Ms. McCue confirmed that is a goal of our recruitment campaign.
- Mike Abney presented the Profit and Loss Statement.
 - Bottom line looks good despite the first quarter revenue is presented in this report however the month's expenses are not.

4. Old Business

- Board Policy Committee –

- i. Bylaws: Mr. Paruta presented the proposed updates to the bylaws as presented by the Policy Committee worked on. On motion of Donna Policastro, seconded by Ruth Ricciarelli, the present Board members unanimously voted to accept the Board Bylaws as presented
- ii. Employee Handbook: Ms. McCue presented the proposed amendments of the Employee Handbook. Ms. Policastro recommended that all employees sign a form stating that they have received and understand the employee handbook. On motion of Donna Policastro, seconded by Ruth Ricciarelli, the present Board members unanimously voted to accept the RINIMC Employee Handbook as presented and requiring a sheet signed by each employee that they had received and understand the handbook.

5. New Business

- Discussion of Personnel matters- Ms. McCue
 - Ms. McCue informed that Board that she is recruiting and interviewing candidates for the interim position as Chief Academic Officer. Still awaiting response from offer made.
- Determine Dates for 2014 Board Meetings
 - Ms. Policastro asked that the board not meet in December and all concurred
 - The Board decided to meet the 2nd Thursday of each month from 4-5pm beginning in January, 2014 except for February 2014 and July 2014.
 - On February 14th the Board instead will have a daylong retreat for strategic planning (8:30am-2pm). Suggestions were made to hold the retreat at the University Club or AARP offices in Providence. The Board requested that Ms. McCue determine if there is money budgeted for this activity. McCue confirmed she will look into this,

6. Convene to Executive Session pursuant to R.I.G.L. 42-46-5(a)(5) for discussion or considerations related to the acquisition or lease of realty property and litigation

On motion of Donna Policastro and seconded by Annette Fonteneau, the present board members unanimously voted to move into Executive Session pursuant to 42-46-4 and 42-46-5(a)(5) of the Rhode Island General Laws for the discussion or consideration related to the acquisition or lease of real property for public purposes and litigation.

Mike Paruta called the Open Session back to order at 5:30pm.

7. Vote to Seal Minutes of Executive Session Pursuant to Sections of 42-46-5 of the Rhode Island General Laws.

On motion of Ruth Ricciarelli and seconded by Manuela Raposo, the present Board members unanimously voted to keep confidential all matters discussed in the Executive Session and to seal those minutes.

8. Announcements for the good and welfare of the organization

- The Welcome Back Center will be having a Ribbon Cutting ceremony on December 4th, noon, at their new offices at 1040 Broad Street- Providence.

9. Open public comment period- no public comments.

10. Adjournment:

On motion of Ruth Ricciarelli, seconded by Donna Policastro; it was unanimously voted to adjourn at 5:04pm.